

**KNOXVILLE POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE**

<b>TOPIC:</b>  <b>CRIME ANALYSIS</b>	<b>RELEASE #:</b>  <b>4</b>
<b>TITLE:</b>  <b>SOP FOR CRIME ANALYSIS UNIT</b>	<b>EFFECTIVE DATE:</b> <b>April 11, 1992</b> <b>REVISED DATE:</b> <b>October 19, 2005</b>
<b>CROSS REFERENCE:</b>  <b>CALEA Standard - Chapter 15</b>	<b>PAGES:</b>  <b>8</b>

This is the standard operating procedure of the Crime Analysis Unit of the Knoxville Police Department and is developed under the guidelines of the Commission on Accreditation for Law Enforcement Agencies standards. I have reviewed and approved this document for implementation on this date.

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Chief of Police

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PURPOSE:

To establish by written directive the department's crime analysis function.

POLICY:

Crime analysis is the systematic process of collecting, categorizing, analyzing, and disseminating timely, accurate, and useful information that describes crime patterns, crime trends, and potential suspects. The intent of this process is to assist deployment of resources in order to prevent or suppress criminal activities. Crime analysis will aid the investigative process and increase apprehensions and case clearance.

GOALS:

The goals of crime analysis are to improve the ability of the department to monitor the criminal activity and behavior through analysis of related information; to obtain knowledge about the activity of known criminals through intelligence analysis; to improve operational (tactical) planning; to improve both short term and long term decision making; to improve the ability of the department to manage, allocate and deploy resources through operational analysis of the gathered data.

I. Staffing and Responsibilities of Crime Analysis Personnel

A. The Unit Supervisor is responsible for:

1. Overseeing the efficient and effective performance of the unit, subordinate personnel, and all information distributed by the Crime Analysis Unit.
2. Attending or delegating attendance at meetings requiring crime analysis representation.
3. Liaison with the Information Systems personnel and Records Section and coordination of programs.
4. Monitoring and reviewing unit procedures and reviewing user needs and requests to improve service delivery, products, and processes.
5. Performing any additional duties requested by the Chief of Police.

B. The Crime Analyst is responsible for:

1. Handling requests for information from officers and supervisors.
2. Preparing bulletins and reports based on analysis.

3. Identifying crime patterns and trends.
  4. Linking suspects to offenses.
  5. Maintaining liaison with Safety Education, Repeat Offenders, Criminal Intelligence and other units within the department.
  6. Assisting outside agencies and the public.
  7. Presentation of crime analysis information at the Operations Briefing and to other groups.
  8. Other related duties as directed.
- C. The Traffic Analyst is responsible for:
1. Handling requests for information from officers and supervisors.
  2. Preparing reports based on analysis.
  3. Identifying collision patterns and trends.
  4. Tracking D.U.I. arrests.
  5. Maintaining liaison with the Patrol Division to identify critical locations for enhanced traffic enforcement activities and to make the public aware of traffic issues in their neighborhoods.
  6. Assisting outside agencies and the public.
  7. Presentation of traffic and collision analysis information at the Operations Briefing and to other groups.
  8. Other related duties as directed.

## II. Application

- A. Crime analysis applications shall include:
1. Identifying existing crime patterns.
  2. Increasing the number of cases cleared by arrest by suspect identification.
  3. Providing investigative leads for investigators

4. Establishing operations data for planning and deployment of resources.
  5. Furnishing trend data for overall departmental planning, targeting, and budgeting.
  6. Providing support data for safety prevention programs.
  7. Assisting in the development of the identity of suspects by modus operandi.
  8. Assisting in the identification of specific crimes that may involve an offender already in custody as previously known to the police.
- B. Traffic analysis applications shall include:
1. Identifying existing crash patterns.
  2. Establishing operations data for planning and deployment of resources.
  3. Furnishing trend data for overall departmental planning, targeting, and budgeting.
  4. Providing support data for safety prevention programs.
  5. Identifying collision and D.U.I. trends.
- C. These applications shall apply to the three primary functions of the Crime Analysis Unit. They are:
1. Administrative function which is used by the command staff, managers, standing committees, budget analysts and administrators for memoranda, staff studies, cyclical reports, budget proposals and long range plans.
  2. Strategic function which is used by planning agencies, crime prevention units, community relation task forces and patrol/investigative commanders for formal proposals, mid range plans, summaries, or manuals.
  3. Tactical function which is used by operations units, investigative units, specialized units and other law enforcement agencies for bulletins, hot sheets, summaries, face-to-face communications and short range plans.

### III. Crime and Traffic Analysis Process

- A. Information collection consists of gathering raw data on target offenses, related activity, and collision information from the department system. Included are offense reports, arrest reports, field interview cards, intelligence reports, SHOCAP/juvenile information, calls for service information, traffic citations, traffic crash reports, alias/nickname files, probation/parole reports as supported by information in the system, and information from other agencies. Target offenses will include, but not be limited to: stolen vehicles, robberies, burglaries, murders, thefts, D.U.I, and rape.
- B. Collation of information involves the computerized manipulation and query of data files. They will assemble the query results in orderly and understandable reports using graphs, mapping, and charts if appropriate. The use of programs/databases will enable an analyst to determine the relationships between people, places, and events.
- C. Information evaluation and analysis involves a determination of whether information gathered is accurate and reliable. The overall objective of analysis is to identify criminal and collision patterns and trends, develop correlations, and obtain as much information as possible so that patterned activities can be stopped. Categories to be analyzed include:
  - 1. Frequency by type of crime
  - 2. Frequency by type of collision
    - a. Location
    - b. Time of Day
    - c. Day of Week
    - d. Contributing Factor
    - e. Crash Type
  - 3. Geographical factors
  - 4. Similar offense patterns
  - 5. Object/method of attack
  - 6. Suspect description
  - 7. Suspect modus operandi
  - 8. Suspect vehicle description
  - 9. Physical evidence
  - 10. Chronological factors
- D. Dissemination of information is achieved by placing the results of the analysis in a report that can be used by departmental personnel.
  - 1. Reports summarizing information concerning criminal activity, crime trends and patterns, and pertinent information on suspects is distributed to affected

organizational elements.

2. Reports summarizing information concerning collision activity, collision trends and patterns, and crash locations will be distributed to Patrol and Traffic personnel.
3. Analysts will disseminate information to departmental personnel on criminal/collision activity, which requires immediate attention. The information may be transmitted in E-mail, hard copy bulletin format, verbally at roll call, or by contacting individual officers or units.
4. The Chief of Police will be briefed on crime/collision trends and patterns or any other type of criminal activity weekly. Monthly and year-to-date information on crimes reported to the department will also be submitted to the Chief.
5. The information analyzed or evaluated will be documented when appropriate on maps placed in the roll call room. The location of SHO's and parolees, fatal crashes, D.U.I. arrests, or other pertinent information will be generated in electronic mapping and layered over the patrol beats and districts as information is available in the system.
6. Crime Analysis information will be available on a regular basis to sworn personnel by distributing it through e-mail and other methods as available.
7. Requests from police personnel for information will be processed by the Crime Analysis Unit. A request form, available in the Crime Analysis office shall be submitted by department personnel requesting information.
8. Information on calls for service may be retrieved from the system by the Crime Analysis Unit. The Unit acts as a liaison between the police department and the communications center. Attorneys and/or general public who ask for calls for service information should be informed that the E-911 Center is the custodian of records for calls for service data.
9. The Knoxville Police Department's Crime Analysis Unit is an internal analysis unit and is not mandated to compile records or to do special reports or studies for outside entities. However, the unit supervisor may authorize work for outside

entities on a case-by-case basis. Factors to be considered will be:

- The amount of time and resources needed to do the request or study.
  - The sensitivity of the information requested or potential harm to crime victims.
  - The potential for the study or request to be jointly beneficial to the department or to the public (such as research for a community grant or a community project).
10. Information released to non-police personnel will not be done by telephone. CAU will not release Criminal History information from the Knox County Criminal Justice System computer except to law enforcement officers as stated by federal law. All releases of information to the media must be approved by the Public Information Officer.
11. If CAU receives a request for information from a neighborhood watch or community group, it will route the information through the appropriate district commander and assigned supervisor. These reports should be formatted to show general areas on a map where crimes occur. The report can also include, if appropriate, any M.O.'s, suspect descriptions, and vehicle descriptions. Reports should not contain the names of victims. A disclaimer document will be distributed along with this information.
12. Individuals requesting information about city-wide crime activity will be referred to the KPD Annual Report that contains statistics and the Tennessee Incident Based Reporting System totals submitted to the T.B.I. The KPD Annual Report is available at the Knoxville/ Knox County Library (Lawson McGhee Library Downtown), the Crime Analysis Unit, the Chief's office, and on the web at [www.cityofknoxville.org/kpd](http://www.cityofknoxville.org/kpd).
- E. The Crime Analysis Unit receives feedback from users of the disseminated information regarding the validity, reliability, and usefulness of the information presented. Means of measuring feedback include user surveys, results generated, and the number of requests received by the unit. The surveys will be conducted quarterly.